

2025-2026

# ADMISSIONS



505 EAST RIDGEWOOD ST. † ORLANDO, FL 32803 † 407.841.4432 † STJCS.COM

# Our Mission

The mission of St. James Cathedral School is to provide academic excellence and spiritual growth to promote a Catholic-based community.

Our goal is to produce stewards who Come to Learn and Leave to Serve using their unique God-given gifts.

# Our Beliefs

We believe it is our mission as Catholic educators to model the values and beliefs we teach in a faith based community that fosters self-respect and respect for others.

We believe it is our role to develop and foster each child's unique, God-given gifts by encouraging students to do all they are capable of doing by themselves in child-centered classrooms where teachers act as facilitators.

We believe that Catholic schools should provide children with a spiritual and academic foundation that will lead to the development of creative and ethical problem solvers who will make a positive contribution to our world.

We believe that a St. James education should include intellectual, spiritual, moral, and emotional formation that reflects the values we hold most dearly... integrity, honesty, moral courage, discipline, and initiative.



# Principal's Greeting

Dear Future Panther Families,

Thank you for your interest in St. James Cathedral School! I'd like to be the first to welcome you to our community. Open since 1928, we are proud of our tradition of academic excellence and spiritual enrichment, serving Orlando families on our beautiful downtown campus for over 90 years.

A part of the Diocese of Orlando, we are a Catholic school guided by our commitment to celebrate the dignity of each of God's children with a passion for educational best practices. We serve the whole child - meeting each one's needs spiritually, emotionally, academically, and socially.

Our certified faculty are experts in their field, enabling our teachers to tailor and differentiate instruction to best meet the needs of each child within a nurturing classroom environment. Curriculum is taught in an engaging manner that cultivates and encourages exploration, discovery, collaboration, and ministry.

Through interdisciplinary studies, small group instruction, hands-on experience, use of the latest technology, and partnership, our students gain a strong academic foundation, grow to be independent thinkers, and become empowered, confident young people.

Our students are highly encouraged to participate in extra-curricular activities including academic, athletic, artistic, creative, and musical offerings. They are proud of their accomplishments and the opportunities available to impact the larger community through student-led service projects, special events, and competitions.

SJCS is truly a family, centered on our Catholic faith. Parents are an integral part of a child's foundation, and together with the teachers and administration, form an unbreakable partnership for the betterment of each student. Our mission is far greater than a particular component of curriculum; we endeavor to form Christians who Come to Learn. Leave to Serve.

We believe you will come to truly appreciate the Catholic education SJCS has to offer. We look forward to serving your family and sharing all of our Panther traditions.

In Christ's love,

Jayme Hartmann, Principal  
St. James Cathedral School

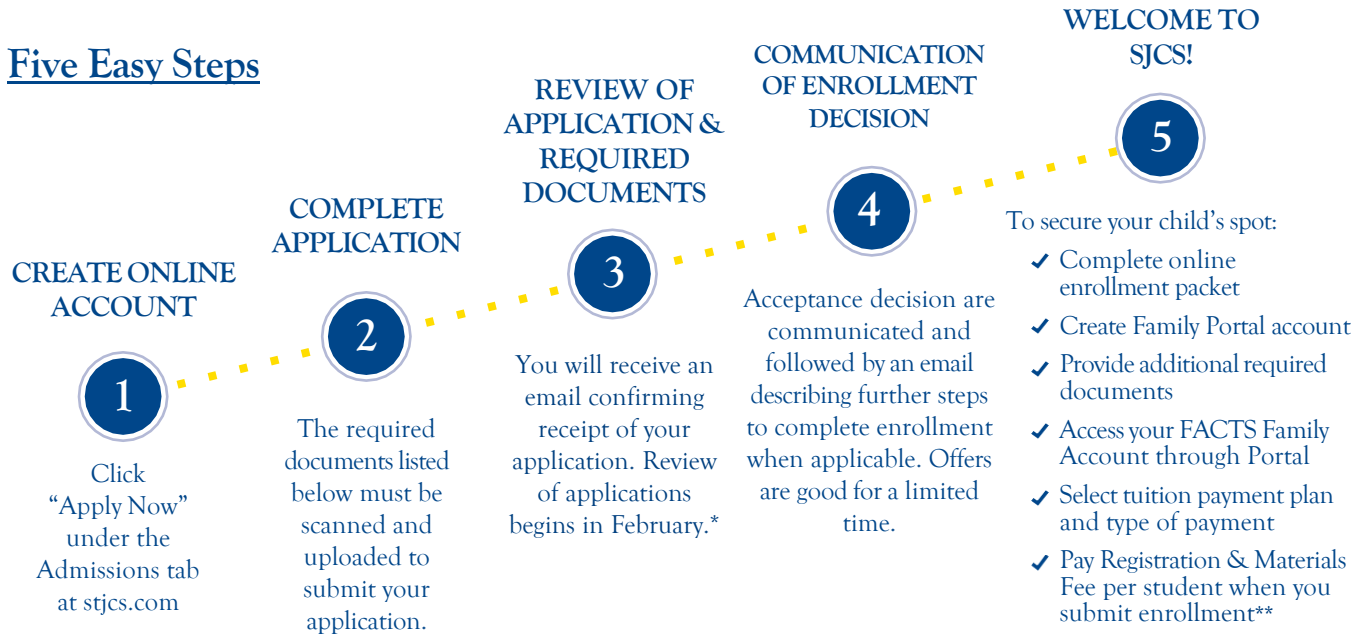


[stjcs.com](http://stjcs.com)

# Application & Enrollment Process

Our online application and enrollment process makes it easy to complete on your schedule. Visit our Admissions page at [stjcs.com/admissions](http://stjcs.com/admissions) to learn about available scholarships and tuition assistance. Know that we are here to assist you throughout the process via email at [admissions@stjcs.com](mailto:admissions@stjcs.com) or by calling 407.841.4432.

## Five Easy Steps



\*The School will review documents and schedule screenings based upon documentation review and available space. Completing an application does not guarantee that enrollment will be offered.

\*\*Once you have completed the five steps, you will receive an email welcoming you to the Panther Family. Additionally, FACTS will send an electronic invoice reflecting your tuition payment option and the assessment for the one-time Capital Improvement Fee for new families, if applicable.

## Required Application Information & Fee

Copy of the following when/if applicable:

- Most recent report card
- Final report card from previous school year
- Most recent standardized test results
- VPK testing (incoming K students only)
- Diagnostic educational or psychoeducational testing results and documentation
- \$75 application fee per student (\$40 each additional student)

## Required Enrollment Information

Copy of the following:

- Birth certificate
- Baptismal certificate (Catholics only)
- Student physical examination HRS 3040
- Florida Certification of Immunization HRS 680

## Age/Other Requirements

Documented by the State of Florida

Grade	PK3 1/2*	PK4	K	1 <sup>st</sup>
Age	3*	4	5	6
(on or before September 1 <sup>st</sup> )	and potty trained			

\*PK3 1/2 Applicants must be 3 years old on or before February 1st of the school year applied.

## Priority of Admission Process

All families wishing to enroll students in SJCS are assigned an initial priority of admission process based upon prescribed criteria. The priority is finalized after verification of parish records, if applicable. Priorities are listed below:

1. Families with children enrolled in SJCS and in good standing with our school.
2. Alumni and active\* parishioners of St. James Cathedral Church.  
\* The rector determines which families are active. Factors which he may consider include: a. regular attendance at Mass, b. use of the envelope system to confirm weekly attendance, c. involvement in parish ministry (i.e. lector, usher, Eucharistic Minister, special parish projects, etc.), d. registered members of St. James Cathedral Church for at least six (6) months.
3. Families of neighboring Catholic parishes who have been approved by their pastors as supporting members of their parishes.
4. All others by date of application.

# Tuition & Fees

2025-2026 ACADEMIC SCHOOL YEAR  
**KINDERGARTEN - 8<sup>th</sup> GRADE**

## Initial Registration Fees

REGISTRATION & MATERIALS FEE - per student annually .....	\$575.00
CAPITAL IMPROVEMENT FEE - one-time fee per new family .....	\$1,000.00

**Fees and tuition payments are non-refundable. Initial fees due at the time of registration.**

## Tuition Rates

### SUPPORTING PARISHIONERS OF ST. JAMES CATHEDRAL

	Annual	11 Month Rate (July - May)	10 Month Rate (Aug - May)
K - 5 <sup>th</sup> Grade, per student	\$8,996.00	\$818.00	\$900.00
6 <sup>th</sup> - 8 <sup>th</sup> Grade, per student	\$9,231.00	\$840.00	\$924.00
Safety and Security Fee, per student	\$200.00	\$18.00	\$20.00

**NOTE:** The rector determines which families will be granted the Parishioner rate. To receive the Parishioner rate, families must be registered, active and supporting members of the Parish for a minimum of (6) months. Registered, active and supporting Parishioners are those who attend Sunday Mass (or Saturday Vigil) weekly and Holy Days of obligation. Another requirement is the contribution of treasure by check or online giving and using weekly envelopes during the calendar year (January - December); therefore, turning in family envelopes each week during the Mass collection, even if there is no monetary gift enclosed is expected. The collection of the envelope is essential to tracking attendance and is monitored by the parish. Lastly, the contribution of time and talent by ministry involvement in the parish's various ministries (i.e. lector, usher, Eucharistic Minister, special parish projects, etc.) is required.

### NON-PARISHIONERS AND OTHER DENOMINATIONS

	Annual	11 Month Rate (July - May)	10 Month Rate (Aug - May)
K - 5 <sup>th</sup> Grade, per student	\$11,331.00	\$1,030.00	\$1,133.00
6 <sup>th</sup> - 8 <sup>th</sup> Grade, per student	\$11,497.00	\$1,046.00	\$1,150.00
Safety and Security Fee, per student	\$200.00	\$18.00	\$20.00

**NOTE:** If you are a Parishioner of another Catholic Parish, your home Parish may agree to cover a portion of your tuition. Please complete the Pastor Verification Form linked within the electronic enrollment packet if you wish to apply for this subsidy and submit to the Admissions office.

## Important Information

### FACTS Tuition Management:

All families are required to register for tuition to be paid through FACTS. Information regarding set up with FACTS for the payment of your tuition will be given at enrollment/re-enrollment. FACTS assesses a \$20 management fee per agreement for tuition paid in 1 or 2 installments. A \$46.00 management fee per agreement is assessed for tuition paid in 3 or more installments.

### Due Dates:

A late fee of forty (\$40.00) dollars will be charged by the school for payments made/received after a family's selected monthly payment date for any outstanding school account balance.

### Tuition Payment Incentive:

Families who pay tuition in full for the entire school year by **August 1, 2025** receive a three percent (3%) **discount**.

**Note:** Families using any scholarship funds for tuition are not eligible for the Tuition Payment Incentive.



stjcs.com

# Tuition & Fees

2025-2026 ACADEMIC SCHOOL YEAR  
**PRE-K 3 1/2 & PRE-K 4**

## Initial Registration Fees

REGISTRATION & MATERIALS FEE - per student annually ..... \$575.00

**Fees and tuition payments are non-refundable. Initial fees due at the time of registration.**

## Tuition Rates

### PRE-K 3 1/2

	Annual*	11 Month Rate (July - May)	10 Month Rate (Aug - May)
5 Days 7:00 am – 3:15 pm (school day)	\$8,996.00	\$818.00	\$900.00
5 Days 7:00 am – 6:00 pm (full day)	\$10,282.00	\$935.00	\$1,029.00
Security and Safety Fee, per student	\$200.00	\$18.00	\$20.00

**NOTE:** There is an additional charge for childcare if your child attends when school is not in session (such as a Teacher Workday, No School Day, during Holiday breaks, etc.). When available, your family may choose to utilize our After School Program on such days for a fee.

### PRE-K 4

	Annual*	11 Month Rate (July - May)	10 Month Rate (Aug - May)
5 Days 7:00 am – 3:15 pm (school day)	\$8,996.00	\$818.00	\$900.00
5 Days 7:00 am – 6:00 pm (full day)	\$10,282.00	\$935.00	\$1,029.00
Security and Safety Fee, per student	\$200.00	\$18.00	\$20.00

**NOTE:** There is an additional charge for childcare if your child attends when school is not in session (such as a Teacher Workday, No School Day, during Holiday breaks, etc.). When available, your family may choose to utilize our After School Program on such days for a fee.

\*Parishioner rate not available for Pre-K tuition.

\*We are not a VPK provider. Our Pre-K program is not eligible for Step-up for Student Scholarships.

## Important Information

### FACTS Tuition Management:

All families are required to register for tuition to be paid through FACTS. Information regarding set up with FACTS for the payment of your tuition will be given at enrollment/re-enrollment. FACTS assesses a \$20 management fee per agreement for tuition paid in 1 or 2 installments. A \$46.00 management fee per agreement is assessed for tuition paid in 3 or more installments.

### Due Dates:

A late fee of forty (\$40.00) dollars will be charged by the school for payments made/received after a family's selected monthly payment date for any outstanding school account balance.

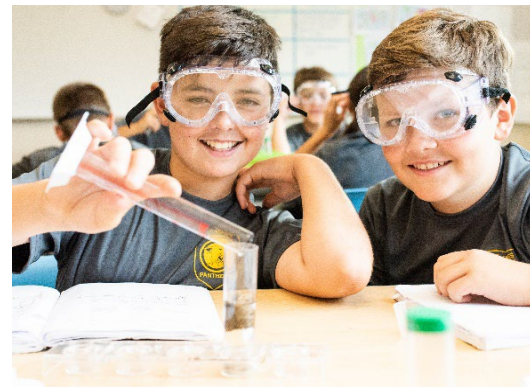
### Tuition Payment Incentive:

Families who pay tuition in full for the entire year by **August 1, 2025** receive a three percent (3%) discount.

# STUDENT LIFE



Please visit [www.stjcs.com](http://www.stjcs.com) to learn more about our Academic & Enrichment curriculum and offerings.



COME TO LEARN.  
LEAVE TO SERVE.